

**Meeting of the Brantford Public Library Board  
Thursday, November 21, 2024  
Main Library Board Room/Videoconference  
4:30 pm – 5:08 pm**

**Vision Statement**  
**The Brantford Public Library listens and adapts;**  
**To offer engaging services that foster development for our whole community.**

**MINUTES**

**Members Present:** M. McGeein (Chair), M. Reniers (Vice-Chair), A. Fisztauf, J. Heath, Councillor M. Samwell, R. Aramburo.  
**Virtually:** R. Breen, L. Morris, D. Aguilar.  
**Regrets:** Councillor G. Caputo.  
**Staff Present:** K. Nielsen, L. Warner, K. Symons, C. Stornelli, E. Dudzus, B. Stark.  
**Recording Secretary:** M. Male.

**1. LAND ACKNOWLEDGEMENT**

**2. APPROVAL OF THE AGENDA**

69-24                      **MOVED BY:**            A. Fisztauf  
                                 **SECONDED BY:**    M. Reniers

That the agenda for the November 21, 2024 Board Meeting be approved.

Carried.

**3. DECLARATION OF CONFLICT OF INTEREST**

None.

**4. PRESENTATIONS**

None.

**5. APPROVAL OF THE MINUTES of October 17, 2024**

70-24                      a.     October 17, 2024 Board Meeting Minutes

**MOVED BY:**            J. Heath  
                                 **SECONDED BY:**    R. Breen

That the minutes of the October 17, 2024 Board Meeting be approved.

Carried.

**6. BUSINESS ARISING FROM THE MINUTES**

None.

**7. CORRESPONDENCE**

None.

**8. RESOLUTION REPORTS**

**a. Wilfrid Laurier University Memorandum of Understanding 2005**

71-24

MOVED BY: M. Reniers  
SECONDED BY: L. Morris

WHEREAS the Brantford Public Library and the Wilfrid Laurier University have entered into a mutually beneficial agreement since 1999 to provide library services for the Brantford campus;

BE IT RESOLVED THAT the Board approve the Wilfrid Laurier University Memorandum of Understanding for 2025 and the associated fee schedule, as presented.

Carried.

Per capital costing in the agreement will be revisited in 2025 ahead of the 2026 MOU renewal. No substantial changes introduced this year.

**b. Nominating Committee**

72-24

MOVED BY: Councillor M. Samwell  
SECONDED BY: J. Heath

The nominating committee will be comprised of:

Chair: M. McGeein  
Board Member: M. Reniers  
Board Member: A. Fiszauf

The Nominating Committee will propose a list of candidates for positions on Library Board Committees and present for approval at the December 2024 Board meeting.

Carried.

c. 2024 Year-End Audit Engagement and Planning Letters

73-24

MOVED BY: A. Fisztauf  
SECONDED BY: L. Morris

WHEREAS Millards Chartered Professional Accountants has been appointed the external auditor for the City of Brantford and its local boards;

BE IT RESOLVED THAT the report regarding independence of the City's external auditor, the Engagement Letter and the Audit Plan, be received.

Carried.

d. 2024 Trust Fund Investment Plan

74-24

MOVED BY: M. Reniers  
SECONDED BY: Councillor M. Samwell

WHEREAS the Library Board established the Brantford Public Library Trust in 1993;

AND WHEREAS the Brantford Library Trust must be managed in accordance with the Trustee Act;

BE IT RESOLVED THAT the updated Trust Fund Investment Plan be approved, with direction to Library staff to manage and change the investment strategy, as appropriate, to maximize returns on investments while adhering to the principles covered in the *Trust Fund and Investment* policy and plan;

AND THAT Library staff obtain and provide the Board with information about the process for updating the 1993 Brantford Public Library Trust Declaration resolution as part of the 2025 annual review.

Carried.

Trust Fund Declaration created in 1993, Library staff will investigate through legal counsel whether it can be updated.

**9. INFORMATION REPORTS**

**a. CEO Report – October 2024**

Recent and upcoming activities and decisions were highlighted, including: K. Bernstein, CEO of County of Brant and R. Aramburo finalized a letter to MPP W. Bouma, and impacts of postal strike on interlibrary loan service.

**b. September 2024 Financial Statements**

Financial Statements for September 2024 were received.

Building repair and maintenance budget can be impacted by an aging building, especially relating to HVAC equipment. Future capital plan to include Main Branch HVAC replacement in the coming years.

**c. Library Partnerships and Community Meetings**

Significant number and diverse range of partnerships within our community.

**10. COMMITTEE REPORTS**

**a. Review Committee**

Draft minutes November 14, 2024

**b. Planning and Policy Committee**

No meeting

**c. Governance Committee**

Draft minutes November 7, 2024

**d. Ontario Library Service (OLS)**

Board Assembly meeting – No representative

**11. CITY COUNCILLORS REPORTS**

Councillor provided updates on: upcoming free skate at the Civic Centre; Downtown Revitalization presentation to library staff at Staff Development Day. Also, the Crystal Cottage relocated to Charlotte Street is hosting an open house.

**12. LIBRARY BOARD TRAINING SUGGESTIONS**

**13. NOTICE OF DISCUSSION**

**14. OTHER BUSINESS**

**a. Library Board Evaluation**

The Board will receive the Board evaluation forms by email, the forms are online and should be completed within two weeks of receipt.

**15. UPCOMING DATES**

- a.** Planning and Policy Committee meeting – November 26, 2024.
- b.** Library Board Holiday dinner – December 2, 2024 at 6:00 pm.
- c.** Library presentation to Estimates Committee – December 4, 2024.
- d.** Library Board meeting – December 19, 2024 at 4:30 pm.
- e.** Library Board Trustee Boot Camp (Ontario Library Association Super Conference) – February 1, 2025 in Toronto (registration in December).

**16. ADJOURNMENT**

75-24

MOVED BY: Councillor M. Samwell  
SECONDED BY: J. Heath

That the Board meeting adjourned at 5:08 pm.

Carried.

Read and approved....December 19.....2024.

  
.....  
Chair